CURRICULUM APPROVAL PROCESSES
All curriculum changes must go through the appropriate curriculum committee. The process for curriculum approval is different for undergraduate and graduate level curriculum. The Faculty Handbook [http://www.stthomas.edu/media/academicaffairs/pdf/FacultyHandbook_June2014_Links.pdf](http://www.stthomas.edu/media/academicaffairs/pdf/FacultyHandbook_June2014_Links.pdf) describes the required process for undergraduate curriculum through the Undergraduate Curriculum Committee (UCC) and graduate curriculum through the Graduate Curriculum Committee (GCC). Additional information can be found on the UCC and GCC BlackBoard sites.

Proposing an Topics Course as a Regular Offering
Topics courses allow flexibility and adaptability to emerging interests or student needs. Topic course offerings are at the discretion of the department and do not require EPPC approval. If the course is successful, and the department is offering the same course for a third time within a five-year period, the course must be presented for its own number in the catalog. The process for proposing a new course is followed.

Inactivating Courses from the Catalog
When a particular course has not been offered for five years or more, the department is asked to inactivate the course. Notice of such inactivation is sent to the appropriate curriculum committee, thus allowing other departments who may have advised students to take the course to become aware of the status.

Re-instating an Inactive Course
If after inactivating a course from the catalog, the department wishes to re-instate the course, notification should be sent to the curriculum committee. If there is no substantial change from the original course offering, it will be forwarded to the appropriate curriculum committee.

Undergraduate Interdisciplinary Courses
Departments are asked to support the teaching of interdisciplinary courses (e.g. Environmental Studies, Honors Seminars, etc.) by in loading them into regular schedules as much as possible.

By agreement between the departments in consultation with the dean, one department is to be designated the “lead” department for the purpose of scheduling, completing the paperwork for faculty payment, receiving the student reports on teaching and assuming responsibility for any questions or concerns. When an interdisciplinary course is between two schools/colleges, then the relevant deans are to prepare a proposal identifying the “lead” department and stipulating the revenue and FTE arrangements for approval by the chief academic officer.

Generally, team-taught full courses will count as a half-course toward the six-course load for each faculty member.

Half-course Honors Seminars may count as a half-course for each faculty member if it is a part of the regular load.
Proposing a New Degrees
Schools/colleges considering proposing a new degree are required to prepare a preliminary proposal for review of feasibility to the Office of Academic Affairs with all available documentation before full development of the degree proposal. Forms can be found on the Academic Affairs web site http://www.stthomas.edu/academicaffairs/forms/default.html.

New degrees require approval of the Minnesota Office of Higher Education and the Higher Learning Commission of the North Central Association. Eighteen months to 2 years may be required to complete approval process. Departments are responsible for all fees. Timeline and fee structures are available on the GCC BlackBoard Site.

Graduate Student Handbooks
In addition to University policies governing graduate programs and non–academic issues, each program must have a student handbook that delineates the specialized or unique policies of the particular program that includes requirements for continuation in the program, maximum time to complete the program, how changes in the degree requirements would be handled, etc. These policies can be more stringent than University policies, but not more lenient. If there is a conflict between the program and University policy, the University policy prevails. In the absence of a program policy in a particular area, the University policy is the default.

Graduate Catalog
Academic units offering graduate courses maintain their own lists of academic programs and courses approved through the university curriculum approval process. University graduate policies are found at www.stthomas.edu/registrar/facultystaff/gradpolicies. These policies are either minimum policies (no academic unit may have a less restrictive policy, but may have a more restrictive one) or model policies (an academic unit must have a policy that contains the stipulated elements).

Undergraduate Catalog
The Undergraduate Catalog is issued biennially, and is published on the Web site at www.stthomas.edu/catalog. Catalog copy is generated in the fall semester of odd-numbered years. In order to allow sufficient time for the various committees and faculty consideration, changes to be included in a new catalog should be submitted during the spring semester of the odd-numbered year to be approved and included in the next edition of the catalog. The printed version of the catalog becomes the “catalog of record” for a student. However, the Web version of the catalog will have the most recent revisions listed.

The Office of the University Registrar
The role that the registrar assumes with regard to academic policy is central to all other functions. The registrar plays a critical role in the interpretation and application of academic policy. See their web site for more information: http://www.stthomas.edu/registrar

Although the registrar’s office does not create academic policy, it is charged most often with interpreting and enforcing the policies developed by the faculty and approved by the administration. There are steps that should be followed to lessen any negative impact of a new or changed policy:
- effective date – always include a date or a definition of when this policy is to take effect (e.g., the beginning of a term; all students entering in fall of 2003, etc.)
• advance notice – time the release of a new policy so that those affected will have time to plan accordingly. It may be wise to write in a “grandfather clause” to accommodate students who will complete their academic program within the next year.
• appeal process – plan on someone taking issue with the new policy and write down the steps for appeal.
• communication plan – be sure to include the new or revised policy in all appropriate publications (catalog, class schedule, newsletters, the Web, etc.)
• write the policy – for every policy, there are issues that must be addressed in terms of its implementation.

The Office of the Registrar encompasses a broad range of services and systems central to the core functions of the institution. As institutions embrace new technology for providing instruction and services to students, academic policies will need to be reviewed and modified to remain relevant. The registrar is positioned to provide leadership in this endeavor and to successfully bridge the wants and needs of the students with the demands and concerns of the faculty.

Grant seekers applying for funding from a governmental agency are strongly encouraged to contact the Grants and Research Office early in the proposal development process in order to receive the strongest and most effective support possible and to ensure smooth processing of all aspects of their proposal. All proposals submitted to governmental agencies by UST faculty and staff must be submitted through the Grants and Research Office.